



DEPARTMENT OF THE NAVY

JOINT REGION MARIANAS

PSC 455 BOX 211  
FPO AP 96540-1000

JTREGMARIANASINST 12330.1A

J1

8 Jun 16

JTREG MARIANAS INSTRUCTION 12330.1A

From: Commander, Joint Region Marianas

Subj: CIVILIAN HIRING POLICY

Ref. (a) SECNAVINST 12300.9A  
(b) SECNAVINST 12250.6A  
(c) SECNAV M-5210.1

Encl: (1) Sample Resume Evaluation Criteria  
(2) Sample Interview Questions  
(3) Sample Advisory Selection Panel Member  
Information Sheet and Statement of Understanding  
(4) Selection Panel Evaluation and Selection Sheet

1. Purpose. The purpose of this instruction is to appropriately manage Commander, Naval Installations Command (CNIC) human capital resources within Joint Region Marianas (JRM), to attract top quality candidates to fill positions accomplish the mission; and to ensure actions for filling positions are conducted consistently and in accordance with (IAW) the guidance and policies outlined in references (a) and (b).

2. Cancellation. JTREGMARIANASINST 12330.1.

3. Applicability. This instruction is applicable to all appropriated funded (APF) civilian employees assigned to JRM (UIC 61128), Naval Base Guam (NBG) (UICs 61755 and 46187), and Andersen Air Force Base (AAFB) (UICs 31740 and 41557). For instruction purposes, all assignments will be referred to as JRM. This instruction also applies to applicants that are pursuing employment with the above UICs.

4. Background. JRM follows the hiring structure of CNIC, the Department of the Navy (DON) Office of Civilian Human Resources (OCHR), and the Office of Personnel Management (OPM), as they consist of three types of services; the Competitive Service, the Excepted Service, and the Senior Executive Service. JRM generally participates in the hiring process of Competitive Service and Excepted Service.

5. Policy

a. IAW reference (a), all available and appropriate hiring flexibilities and authorities should be utilized as necessary to employ and/or retain a highly-skilled, diverse workforce committed to excellence in executing the various missions within the DON.

b. Selecting officials shall determine whether to interview some, none, or all of the candidates or to select the candidate recommended by the Selection Advisory Panel (SAP). Interviews are not required, however their use is strongly encouraged when filling senior civilian positions. Interviews are likely to provide insight into job-related criteria not fully assessable through the written application.

c. When SAPs are used, they should consist of at least three members. The SAP will evaluate and interview the best qualified candidates. SAPs will also provide evaluation documentation consisting of ranking and rating criteria, interview questions, scoring sheets, and summation and selection documents. The evaluation and interview documentation will include an explanation of the recruitment and evaluation process as well as the rationale for the selection. Enclosures (1) through (4) are examples of selection documentation. The senior panel member and/or hiring manager for all panels will retain evaluation documentation for two years from the date of completion.

d. JRM (UIC 61128) Civilian Hiring Policy

(1) For single-digit civilian J-Codes and civilian Primary Special Assistants (SAs):

(a) The Executive Director (ED) will be the selecting official for all single-digit civilian J-Codes and will include the Chief of Staff (CoS) as an integral part of the hiring process.

(b) The CoS will be the selecting official for all civilian primary SAs and will include the ED as an integral part of the hiring process.

(c) At a minimum, the SAP will consist of the ED, CoS, a senior civilian or military equivalent at or above the grade of the position being filled, and the Director, Total Force

Manpower (J1) or the Human Resources (HR) Director (J13) as directed. The Deputy Equal Employment Opportunity Officer (DEEOO) shall also be present as a non-voting panel member

(2) For Civilian Region Program Directors (RPDs)

(a) The ED will be the selecting official for all civilian RPDs.

(b) At a minimum, the SAP will consist of the ED, CoS, J-Code/SA and a HR representative. The DEEOO shall also be present as a non-voting panel member.

(3) All other civilian positions: J-Codes/SAs may delegate RPDs to be the selecting officials for subordinate positions within their programs at the Region level.

e. AAFB (UICs 41557 and 31740) and NBG (UICs 61755 and 46187) Hiring Policy

(1) For Civilian Installation Program Directors (IPDs)

(a) The Base Commanding Officer (BCO) will be the selecting official for civilian IPDs.

(b) At a minimum, the SAP will include the BCO, a member of installation leadership (selected by the BCO) and the associated RPD.

(2) All other civilian positions: BCOs may delegate selecting official duties as desired for positions subordinate to the IPD.

6. Responsibilities/Actions

a. The ED is responsible for and shall ensure CJRM is informed of the selection of all Region single digit civilian J-Codes and civilian primary SAs prior to proceeding with the formal selection/hiring process.

b. J1 is responsible for and shall:

(1) Collaborate with CNIC to ensure any applicable Enterprise "Placement Program" is vetted and considered prior to commencing the hiring process of all positions.

(2) Provide hiring officials the tools and resources to commence the hiring process for all applicable personnel.

(3) Ensure all applicable personnel are aware of the training and education required to be qualified as a hiring official.

(4) Advise the ED on all matters regarding the hiring policies of higher headquarters and other authorized sources.

(5) Ensure HR and EEO programs support the DON civilian workforce in the implementation of reference (b).

(6) Ensure active vacancy announcements are posted on USAJOBS for a minimum of seven days to allow adequate time for socialization of the opportunity for employment.

c. BCOs and J-Codes/SAs are responsible for and shall ensure that hiring actions that occur within their managed programs are conducted IAW this directive.

d. Selecting officials are responsible for and shall:

(1) Ensure the DON recruit/fill form indicates "Current Navy" as the minimum Area of Consideration (AOC) when recruiting a vacant GS-14 or GS-15 billet.

(2) Ensure "All Hands" announcements and similar notifications are used so vacancies receive widest dissemination before a certificate is pulled from USA Staffing Recruitment Tools.

(3) Ensure recruitment actions and use of SAPs are coordinated with the JRM HR Office, OCHR or Financial Management Budget (FMB) office for positions that are filled under the DON Human Resources and FMB Career Programs.

(4) Ensure SAPs are chaired by senior leaders of the position being filled (i.e., civilian or military equivalent or higher).

(5) Notify the senior member of the SAP as a courtesy of the selected candidate.

(6) Take appropriate steps to select the candidate using USA Staffing Recruitment Tools.

(7) Complete all training requirements on Total Work Force Management Services (TWMS) to include Merit Systems Principles Basics for Hiring Managers, Hiring Talent, and Workforce Planning.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed IAW reference (c).



B. BOLIVAR

Distribution:

JTREGMARIANASINST 5200.2B

Electronic only, via the CNIC G2 Portal

<https://g2.cnic.navy.mil/JRM/Pages/Default.aspx>

Lists I through IV

**SAMPLE RESUME EVALUATION CRITERIA**

**EVALUATION CRITERIA - HUMAN RESOURCES DIRECTOR GS-0201-13**

<b>CRITICAL EXPERIENCE:</b>	<b>0 Points</b>	<b>1 Point</b>	<b>3 Points</b>	<b>5 Points</b>
Human Resources Management (HRM)	Failed to adequately articulate specialized HR skills and experience in different HR technical fields.	Under 5 years specialized civilian HR experience in two of the following areas: 1) Staffing and Recruitment; 2) Classification principles and standards; 3) Employee Relations; 4) Labor Relations. Demonstrates basic knowledge of other HR disciplines including Employee Development (Training), EEO, or Succession/Workforce Planning.	Demonstrates at least 5-6 years civilian HR experience in Employee & Labor Relations as well as one of the following : 1) Staffing & Recruitment; 2) Classification principles and standards; Also demonstrates skill in other HR disciplines including: Employee Development (Training) , EEO, or Succession/Work Force Planning.	Demonstrates at least 7 years of substantive progressively responsible civilian HR experience in each of the following areas: 1) Staffing & Recruitment; 2) Classification principles and standards; 3) Employee Relations; 4) Labor Relations. Also demonstrates skill in other HR disciplines including: Employee Development (Training), EEO, or Succession/Workforce Planning. Applicant demonstrates clear strengths in ER/LR but has experience in other disciplines as well.
HR Overseas Operations	Failed to adequately articulate skills and experience with overseas operations.	Experience in overseas HR operations (less than 1 yr.) and a documented familiarity with overseas tours, entitlements, allowances and benefits, and Priority Placement Program (PPP).	Experience in overseas HR operations (1 - 3 years) and a working knowledge of overseas tours, entitlements, allowances and benefits and PPP.	Experience in overseas HR operations (more than 3 years) and a working knowledge of overseas tours, entitlements, allowances and benefits, and PPP.

Leadership & Supervision	Failed to adequately document Supervisory or Lead experience and timeframes where such duties were performed.	Under three years or less experience as a lead, program manager or first level supervisor and supervising less than five employees.	Between three and five years' experience as a first level supervisor over different HR functions (e.g., Staffing and ER/LR) and supervising more than five employees.	Greater than five years' experience as a first or second level supervisor and supervising seven or more employees who are performing multiple HR functions (e.g., Staffing, Classification, ER/LR...).
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Note: For assistance in developing evaluation criteria, contact your servicing staffing specialist at [jrmhro@fe.navy.mil](mailto:jrmhro@fe.navy.mil).

### **SAMPLE INTERVIEW QUESTIONS**

Sample Interview Questions - HUMAN RESOURCES DIRECTOR GS-0201-13

Applicant Name:

Date:

1. What specific HR skills, experiences and personal strengths, would you say makes you an outstanding candidate for Commander, Navy Installation Command's HR Director position in Guam?
2. This position is not only supervisory but also requires a significant amount of personally performed technical work. Please describe your experience in juggling supervisory and technical workloads.
3. Please describe your Labor and Employee Relations experience and provide examples of negotiation teams you've served on, arbitrations you've participated in, and/or cases that have gone before a third party?
4. Have you ever been a part of a Collective Bargaining Agreement negotiation? If so, describe your experience.
5. What role do you see the HR Director having in strategic initiatives that have a direct impact on the workforce and mission of the organization?
6. Provide an example of when you had to provide sensitive HR advice to senior management regarding a difficult situation that may have been in conflict with management's opinion on the matter.
7. How do you think your current or most recent peers would describe you?
8. Is there anything you would like to add or any questions you have for us?



**SAMPLE ADVISORY SELECTION PANEL MEMBER INFORMATION  
SHEET AND STATEMENT OF UNDERSTANDING**

POSITION: UIC/COMMAND/ORG CODE: PAY PLAN/SERIES/GRADE: SELECTING OFFICIAL:	PANEL DATE:
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The following individuals have been designated to participate on this selection panel. The panel has been established to determine which candidate best meets the needs of the command and mission requirements.

PANEL MEMBER 1 (SELECTING OFFICIAL):

PANEL MEMBER 2:

PANEL MEMBER 3:

**SELECTION PANEL MEMBERS' STATEMENT OF UNDERSTANDING**

Federal regulations prohibit employees from participating in the rating, ranking, or selection process if a relative is under consideration. For these purposes, "relative" is defined as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepson, stepdaughter, stepfather, stepmother, stepbrother, stepsister, half-brother, or half-sister.

Federal regulations also specify that each member of a panel is considered to be a public official while serving in that capacity. As such, each panel member is responsible for protecting the confidentiality of information made available to the panel. All working papers, notes, and documents must be handled with care and destroyed or secured properly.

In addition, panel members have access to privileged information about applicants, such as performance ratings. Information concerning applicants or their ratings must not be discussed outside the panel meeting.

I affirm that I am not a relative (as defined above) of any of the applicants under consideration by the panel. Further, I understand my responsibility as a panel member for protecting the confidentiality of information concerning applicants and their ratings. Panel members certify that, at the conclusion of the panel, they will turn in all applications, working papers and notes, and documents relative to this panel to the panel chairperson.

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SIGNATURE  
PANEL MEMBER 1

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SIGNATURE  
PANEL MEMBER 2

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SIGNATURE  
PANEL MEMBER 3

Enclosure (3)

**SELECTION PANEL EVALUATION AND SELECTION SHEET**

POSITION:  
UIC/COMMAND/ORG CODE:  
PAY PLAN/SERIES/GRADE:  
SELECTING OFFICIAL:  
PANEL MEMBERS:

1. RESUME REVIEW

LISTING OF CANDIDATES IN RANK ORDER BASED ON EVALUATION CRITERIA

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

2. INTERVIEW RESULTS/FINAL SELECTION DETERMINATION

SELECTEE: \_\_\_\_\_

1ST ALTERNATE (IF APPLICABLE): \_\_\_\_\_

2ND ALTERNATE (IF APPLICABLE): \_\_\_\_\_

3. SIGNATURES:

Selecting Official: \_\_\_\_\_ Date: \_\_\_\_\_

Panel Member 1: \_\_\_\_\_ Date: \_\_\_\_\_

Panel Member 2: \_\_\_\_\_ Date: \_\_\_\_\_

Panel Member 3: \_\_\_\_\_ Date: \_\_\_\_\_